



**MINUTES OF REGULAR MEETING
URBANA PLAN COMMISSION**

APPROVED

DATE: June 18, 2026

TIME: 7:00 P.M.

PLACE: Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois

MEMBERS ATTENDING: Dustin Allred, Will Andresen, Andrew Fell

MEMBERS EXCUSED: Klayton Matlock, Bill Rose

STAFF PRESENT: Evan Alvarez, Principal Planner; Teri Andel, Administrative Assistant II

OTHERS PRESENT: None

A. CALL TO ORDER and ROLL CALL

Chair Allred called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum of the members was present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes of April 10, 2025 Special Meeting

The minutes of April 10, 2025 special meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

Minutes of December 18, 2025 Regular Meeting

The minutes of December 18, 2025 regular meeting were presented to the Plan Commission. Mr. Andresen moved that the Plan Commission approve the minutes as written. Mr. Fell seconded the motion. The motion passed by unanimous voice vote.

Minutes of May 21, 2026 Regular Meeting

The minutes of May 21, 2026 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The motion passed by unanimous voice vote.

D. COMMUNICATIONS

There were none.

E. CONTINUED PUBLIC HEARINGS

There were none.

F. OLD BUSINESS

There was none.

G. NEW PUBLIC HEARING

Plan Case No. 2525-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to bring requirements for parking into compliance with the People Over Parking Act.

Chair Allred opened the public hearing for Plan Case No. 2525-T-26. He reviewed the procedures for a public hearing.

Evan Alvarez, Principal Planner, presented Plan Case No. 2525-T-26 to the Plan Commission. He began by stating the purpose for the proposed Text Amendment. He noted that the People Over Parking Act originally entered the General Assembly as SB2111 and was passed on October 31, 2025, signed into law on December 16, 2025, and went into effect on June 1, 2026. The Act states, *“Except as otherwise provided, a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one (1) half mile of a public transportation hub or 1/8 mile of a public transportation corridor.”* The Act defines a *“public transportation corridor”* as a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods and a *“public transportation hub”* as an intersection of two or more bus routes with a combined bus service interval of 15 minutes or less during the morning and afternoon peak commutes. Referring to the map included with the staff memo for this case, he showed what would be considered public transportation corridors and hubs in the City of Urbana. He pointed out that there are areas on the map that are not considered a *public transportation corridor* or *hub*; however, they still may have service. It just does not meet the 15-minute requirement.

Mr. Alvarez stated that the key definitions for *“public transportation corridor”* and for *“public transportation hub”* from the legislation would be added to the Definitions section of the Zoning Ordinance. He noted that as staff look to the Zoning Ordinance for guidance, they have noticed that there are many terms the Zoning Ordinance does not offer definitions for. He stated that the proposed text amendment would also add a note (a) to Section A of the Parking Ordinance in the Zoning Ordinance stating, *“Per the regulations of the state People Over Parking Act, no minimum parking is required for lots within 1/8 of a mile of a public transportation corridor, defined as a street on which one or more bus routes have a combined frequency of bus service of 15 minutes or less during peak commute periods. Additionally, no parking shall be required within 1 half of a mile of public transportation hub, defined as any intersection of two or more bus routes with a combined bus service frequency of 15 minutes or less during the morning and afternoon peak commute periods. Any voluntarily developed parking within the areas mentioned above shall be subject to any and all relevant site regulations under this Section.”* so that would just speak to the materials, any screening requirements, things like that.

He talked about how the proposed text amendment relates to *Imagine Urbana* Comprehensive Plan. Staff feel that the text amendment aligns with Big Move 6, which is Make Walkability a Priority, because reducing surface parking increases density, which has positive outcomes for pedestrian access.

The text amendment also relates to Little Move 6.2, Amend development regulations to support walkability using *Walkable City Rules* as a guide, because it reinforces the same type of thought process around parking or surface parking lots. In addition, the proposed text amendment is a step towards Little Move 6.9, Evaluate the elimination of minimum parking requirements. He read the options of the Plan Commission and presented staff's recommendation as follows:

The Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation of approval.

Mr. Alvarez noted that staff tried to keep the wording as exact as possible to the Parking Over People Act to ensure compliance and not to introduce any other changes that would complicate approval of the proposed text amendment.

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Mr. Fell asked if the map that Mr. Alvarez showed is the official "no parking required" map. Mr. Alvarez said at this point, it would be a guide. If someone were to apply that was close but not quite in that sphere, then staff would look more closely at the parcel. Mr. Fell stated that with having to work with this in the future, he has a little problem with subdividing a block where half the block requires parking and the other half does not. In a way, that is not the City of Urbana's fault, but it is kind of punitive to the people that live there through no fault of theirs. So, it is not fair.

He mentioned that another concern is that Champaign-Urbana Mass Transit District (MTD) changes their routes frequently. How do we calculate if a route is 15 minutes or now 20 minutes? Will we have to contact MTD for every case? Mr. Alvarez replied that the services shown on the map reflect the University of Illinois having semester services because that is the service that runs most of the year. He pointed out that part of why we chose to do a text amendment instead of an overlay district was exactly for this reason. An overlay district would have to be edited every time the service changed; where a text amendment would require the map to be updated internally so that it could reflect the current service.

Mr. Fell asked why staff decided to leave some neighborhoods partially covered under this, and some are partially not. Why not just blanket the whole neighborhood? Mr. Alvarez stated that this is the type of recommendation that is welcomed as this text amendment goes to City Council. The map staff created reflects the buffer like made in GIS of properties within the set distances. The key, at this point, is that the City really wants to be compliant and wants the text amendment to be easy to approve; so, staff followed the Act to the letter of the regulation as much as possible. Mr. Alvarez stated that he does understand the complications of splitting blocks and would be willing to revisit.

Chair Allred asked what the risk is to the City if the changes are not made to comply with the People Over Parking Act. Mr. Alvarez replied that if someone came in and staff told them that there was a minimum amount of parking that they had to build and they did not want to and knew that legally they were not required to, then they would have the ability to seek legal action.

Chair Allred stated that the statute carves out some exceptions which come into play in the way that they define some terms like development. Specifically, it seems they have an exception for hotels and some other related uses. He asked if it is a purposeful policy decision not to include that. Mr. Alvarez stated that the only exceptions that he saw were listed for developments that started before June 1st and had already been approved at different stages of the process. Chair Allred added that it is unique in the statute and is in their definition of “development project” as including certain things and not including a project where any portion is designated as a hotel, motel, bed and breakfast inn, and then some other transient lodging. If a hotel is in one of these areas that are identified as meeting the criteria, the City can still require a minimum amount of parking, which may make sense and may be something that the Plan Commission and staff want to think about. Chair Allred went on to say that since this is not included in the text amendment, he assumed that staff had looked at it and decided it is not necessary. Mr. Alvarez stated that the Plan Commission may attach conditions to the proposed text amendment when forwarding it to City Council, and this would be a valid one. He agrees these are uses where having minimum parking requirements is more justifiable.

Chair Allred stated the next issue is being nitpicky about format ... usually when there is an “A” in writing, then there will be a “B”. He suggested turning “A” into another paragraph since there is no “B”. Mr. Alvarez stated that in this case, it is simply a readability factor.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated his concern about the map changing all of the time. He believes it will be too hard for staff to manage. It will be too hard on an individual basis to look up MTD’s schedule every time; however, if staff is willing to manage this effort, then he is okay with it. Chair Allred stated that the City must comply with the Act, so there will have to be an analysis and identification of parcels to comply with the statute. It may be good to add language to the map saying that the parking requirement is based on in-semester bus route schedules to give the development community or landowners a greater sense of predictability for when people apply for a development in the summertime that parking requirements will be different than in the fall, winter, and spring times. Mr. Alvarez pointed out that a developer could still choose to construct as much parking as they want.

Mr. Fell said that he is still concerned about splitting blocks. He did not know how we should mitigate this. Chair Allred pointed out that it is a stated goal and policy directive/statement in the Comprehensive Plan that the City wants to look at reducing or eliminating parking minimums. So, adding more parcels into this category is not something that goes against the Comprehensive Plan in any way. It is just where do you draw the line? Is it by block? Mr. Fell stated that there is no good place to draw the line other than the map. He is not 100% uncomfortable with the map. He stated that it not necessarily the City of Urbana's map but rather the State of Illinois' map. So, a resident who gets upset about his parking requirement really has to be upset with the State of Illinois, not with the City of Urbana. In this sense, he is okay with the map. His biggest concern is having staff manage it. The number of times that staff will have to manage it will be minimal; however, when staff does have to manage it, it will potentially be a big job. If staff is comfortable with that potential future effort, then he is happy to give it to them.

Chair Allred stated that the State has tied staff's hands by defining criteria in the statute. Those are the criteria that must be used to identify which parcels this applies to and which do not. We have not done anything to involve the public more generally to get their feedback about whether or not they like that idea other than what is in the Comprehensive Plan. He stated that he leans towards going with this tonight, but looking for more directive in the Comprehensive Plan to explore eliminating parking minimums that might lead to something that simplifies this in the future and takes the burden off staff having to track what MTD is doing and updating this map.

Mr. Andresen asked if the Plan Commission were to pass the proposed text amendment now, it would be based off this current map. Mr. Alvarez replied that the map is at this point the more literal interpretation of the wording. Since it is a text amendment, it would be the text being voted on. The map is the text being taken as literally as possible.

Chair Allred wondered if the language should say that parking requirements will be based on the maximum service levels in a calendar so people are not looking to apply during the summer when MTD's service is less frequent and the proposed text amendment would not apply. Mr. Fell asked if the language could just refer to the People Over Parking Act.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2525-T-26 to City Council with a recommendation for approval as written. Mr. Andresen seconded the motion. Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Yes
Mr. Alred	-	Yes			

The motion passed by unanimous vote 3-0.

Mr. Alvarez stated that Plan Case No. 2525-T-26 would be forwarded to the Committee of the Whole on July 6, 2026 and to City Council on July 13, 2026.

Plan Case No. 2526-T-26 – An application by the Urbana Zoning Administrator to amend Article II (Definitions) and Article VIII (Parking and Access) of the Urbana Zoning Ordinance to lower minimum parking requirements for Workshops.

Chair Allred opened the public hearing for Plan Case No. 2526-T-26. Evan Alvarez, Principal Planner, presented Plan Case No. 2526-T-26 to the Plan Commission. He began by giving a brief background of the process when a new development use is proposed. City staff will use Table V-1. List of Uses in the Zoning Ordinance to determine which use is closely related to the proposed new use. Once a use is determined, staff will then find the corresponding parking requirement from Table VIII-7 in the Zoning Ordinance. He mentioned that for any use that is not listed in Table VIII-7, then the Zoning Administrator will determine the closest use that is listed.

He stated the purpose of the proposed text amendment, which would be to add an additional category to Table VIII-7 for “commercial workshop” requiring one parking space for every thousand square feet and to add a definition to Section II to ensure appropriate use. A *Commercial Workshop* would be defined as a facility providing workspace for manufacturing, repair, and production of material goods often including storage for supplies, materials and equipment.

Mr. Alvarez talked about how the *Contractor Shop and Showroom* category has become a catch-all for all trade work uses that are not listed or have been defined in the Zoning Ordinance. Staff wanted to clarify what a *Contractor Shop and Showroom* is, so they needed to find a bit more about what the original intent was for its place in the Zoning Ordinance. A *contractor shop and showroom* is a conditional use in the B-1 (Neighborhood Business) and B-2 (Neighborhood Business – Arterial) Zoning Districts and is permitted by right in the B-3 (General Business), B-4 (Central Business), B-4E (Central Business – Expansion), CMU (Campus Mixed Use), I-1 (Light Industrial/Office), and I-2 (Heavy Industrial) Zoning Districts. It requires one parking space for every 400 square feet. This use would be too low-impact or small in scale to be considered an industrial use.

Mr. Alvarez talked about the additional definitions being added for *Building Material Sales* and *Contractor Supply and Showroom* to ensure that they are being used appropriately. He reviewed how the proposed text amendment aligns with Big Idea 2, Big Move 7, and Little Move 7.1 in the *Imagine Urbana* Comprehensive Plan. He read the options of the Plan Commission and presented staff's recommendation as follows:

The Plan Commission forward Plan Case No. 2526-T-26 to the City Council with a recommendation of approval.

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Chair Allred asked if they would be adding a new parking category, should they also not add it to the Table of Uses. Mr. Alvarez stated that there were concerns that introducing a new topic to the Table of Uses would introduce questions about where it would be appropriate and not. Since there are various other catch-all categories in the parking table, staff feel this would be considered similarly, though it certainly could also be added to the Table of Uses.

Chair Allred asked if there is not a one-to-one correspondence of uses that are listed in the Parking Table to those found in the Table of Uses. Mr. Alvarez said that the Parking Table is much shorter than Table V-1 and consolidates many of the land uses into the same parking category. He mentioned that we do have the ability to add it to Table V-1. He went on to further explain that there are many types of uses in the Table of Uses which do not have a corresponding parking requirement. The commercial uses in the parking table are lumped into the categories of food service, retail, and then personal and financial services.

Chair Allred stated that he is just trying to understand the flow of how it would work. If someone comes in, they have a use that is on the Table of Uses that they want to open and they want to know what the parking requirement is, then it would be up to the Zoning Administrator to look at that use, look at the Parking Table and determine what use fits most closely into this category of parking.

Mr. Alvarez pointed out that there is a *Warehouse* in the parking category that does require one spot for every 2,000 square feet. There are concerns about this category becoming a catch-all, since it requires the least parking and has been argued for many new buildings that have any kind of storage. *Warehouses* have become a catch-all in many city planning departments, because it often has the lowest requirement. Staff also wanted to make the proposed text amendment to protect that from being overused where it was not appropriate.

With there being no additional questions for City staff and no one in the audience, Chair Allred declared the public comment portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he believes staff should add the use to Table V-1 because in his profession they look in the Table of Uses first to see what zoning district they can put a specific development in. He would not look at parking first because he may not be able to do the development if the zoning does not allow it. Chair Allred said that it is predictability over flexibility. The development community and landowners want predictability, while the City wants to maintain some flexibility.

Chair Allred asked how many uses in the Table of Uses would apply to the commercial workshop Category. Mr. Alvarez read off the uses.

Chair Allred stated that it would be good to provide some kind of indication to people in advance so that they know if we are talking about removing the barriers to infill. He thinks the knowledge that those barriers have been removed needs to be communicated somehow. He said that the proposed changes are all good, but it needs to be thought through a little more to see how that can best be communicated to people that are looking at the Table of Uses.

Mr. Fell stated that in some ways he is comfortable putting the proposed text amendment forward with no amendments or other clarifications because many uses are not in the Table of Uses, so he calls staff to find what use it is most similar to. Chair Allred asked staff to still look at this to make it easier for someone who is not a professional. However, he is fine with moving forward with this case.

Mr. Andresen moved that the Plan Commission forward Plan Case No. 2526-T-26 to City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Allred	-	Yes
Mr. Andresen	-	Yes			

The motion passed by unanimous vote 3-0. Mr. Alvarez noted that Plan Case No. 2526-T-26 would be forwarded to Committee of the Whole on July 6, 2026.

H. NEW BUSINESS

There was none.

I. AUDIENCE PARTICIPATION

There was none.

J. STAFF REPORT

Mr. Alvarez reported on the following:

- Staff Update on Previous Cases – He mentioned that Planning staff will be providing updates on previous cases at future meetings.

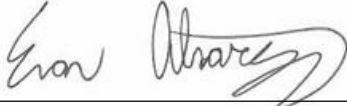
K. STUDY SESSION

There was none.

L. ADJOURNMENT

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Evan Alvarez", written over a horizontal line.

Evan Alvarez, Secretary
Urbana Plan Commission